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Part VIII Common support services

Section 27H Administration, Nairobi

Contents

Page

Overview 1

A. Executive direction and management 5

B. Programme of work 6

1. Financial resources management 6

2. Human resources management 8

3. Support services 9

4. Electronic services 11

5. Conference services 12

* The present document contains section 27H of the proposed programme budget for the biennium 1998-1999. The complete proposed programme budget will subsequently be issued in final printed form as *Official Records of the General Assembly, Fifty-second Session, Supplement No. 6* (A/52/6/Rev.1).

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Section 27H
Administration, Nairobi

Overview

27H.1 The United Nations Office at Nairobi was established effective 1 January 1996 as a successor to the two separate divisions of administration of UNEP and the United Nations Centre for Human Settlements (Habitat) and the United Nations Common Services at Nairobi. The objective of the Office is to strengthen the United Nations presence in Nairobi and to achieve economies of scale. The Office provides UNEP and the Centre with common administrative and support services, including personnel, financial, general support, telecommunications, electronic support and conference services. However, UNEP and the Centre remain responsible for programming and budgeting their own resources and retain authorization and certification functions.

27H.2 During the biennium 1996-1997, the Office has concentrated its efforts on finalizing the integration and rationalization of the previously separate administrative and support operations. During the biennium 1998-1999, the Office anticipates improving the quality of the services and providing various administrative services to other United Nations entities and specialized agencies at Nairobi. Provision of services to non-regular budget activities will be based on specific cost-sharing or charge-back arrangements.

27H.3 The Office comprises one division: the Division of Administrative Services. The Division consists of the Office of the Chief of Administration, the Financial Resources Management Service, the Human Resources Management Service, Support Services, Electronic Services and Conference Services. The activities under this section are covered under programme 24, Administrative services, of the medium-term plan for the period 1998-2001 (A/51/6/Rev.1 and Corr.1).

27H.4 The estimated distribution of resources in 1998-1999 within the United Nations Office at Nairobi would be as follows:

	Regular budget	*Extra-budgetary*
	(percentage)	
Executive direction and management	5.3	6.5
Programme of work	94.7	93.5
Total	**100.0**	**100.0**

27H.5 Within the programme of work, the distribution of resources among areas of services would be as follows:

	Regular budget	*Extra-budgetary*
	(percentage)	
Financial resources management	6.6	10.5
Human resources management	5.8	14.8
Support services	69.5	26.3
Electronic services	3.6	8.6
Conference services	14.5	39.8
Total	**100.0**	**100.0**

Table 27H.1 **Summary of requirements by component**

(Thousands of United States dollars)

(1) *Regular budget*

Component	*1994-1995 expenditures*	*1996-1997 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*1998-1999 estimates*
			Amount	*Percentage*			
A. Executive direction and management	—	495.3 *	59.4	11.9	554.7	77.5	632.2
B. Programme of work							
1. Financial resources management	—	644.2	7.5	1.1	651.7	87.5	739.2
2. Human resources management	—	582.5	(7.3)	(1.2)	575.2	83.2	658.4
3. Support services	3 908.9	6 695.3	(101.1)	(1.5)	6 594.2	1 229.9	7 824.1
4. Electronic services	—	—	358.0	—	358.0	43.0	401.0
5. Conference services	—	1 496.1	(64.4)	(4.3)	1 431.7	204.8	1 636.5
Total	**3 908.9**	**9 913.4**	**252.1**	**2.5**	**10 165.5**	**1 725.9**	**11 891.4**

(2) *Extrabudgetary resources*

1994-1995 expenditures	*1996-1997 estimates*	*Source of funds*	*1998-1999 estimates*
		(a) Services in support of:	
—	11 208.6	(i) United Nations organizations	16 754.4
—	—	(ii) Extrabudgetary activities	—
—	—	(b) Substantive activities	—
—	—	(c) Operational projects	—
Total	**—**	**11 208.6**	**16 754.4**
Total (1) and (2)	**3 908.9**	**21 122.0**	**28 645.8**

Table 27H.2 **Summary by object of expenditure**
(Thousands of United States dollars)

(1) *Regular budget*

Object of expenditure	*1994-1995 expenditures*	*1996-1997 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*1998-1999 estimates*
			Amount	*Percentage*			
Posts	1 912.6	5 868.5	551.5	9.3	6 420.0	951.8	7 371.8
Other staff costs	262.0	579.4	(231.5)	(39.9)	347.9	37.7	385.6
Consultants and experts	—	19.3	(1.4)	(7.2)	17.9	4.0	21.9
Travel	11.4	28.5	0.5	1.7	29.0	1.7	30.7
Contractual services	4.6	97.9	(43.4)	(44.3)	54.5	11.7	66.2
General operating expenses	1 589.9	2 565.8	(22.7)	(0.8)	2 543.1	554.7	3 097.8
Hospitality	—	7.6	(7.6)	(100.0)	—	—	—
Supplies and materials	79.8	330.1	7.7	2.3	337.8	73.6	411.4
Furniture and equipment	48.6	416.3	(1.0)	(0.2)	415.3	90.7	506.0
Total	**3 908.9**	**9 913.4**	**252.1**	**2.5**	**10 165.5**	**1 725.9**	**11 891.4**

(2) *Extrabudgetary resources*

1994-1995 expenditures	*1996-1997 estimates*	*Object of expenditure*	*1998-1999 estimates*
—	10 938.6	Posts	14 367.4
—	270.0	Other staff costs	288.0
—	—	Consultants and experts	82.9
—	—	Travel	32.9
—	—	Contractual services	27.9
—	—	General operating expenses	1 538.9
—	—	Supplies and materials	162.3
—	—	Furniture and equipment	454.1
—	**11 208.6**	**Total**	**16 754.4**
3 908.9	**21 122.0**	**Total (1) and (2)**	**28 645.8**

Table 27H.3 **Post requirements**

Organizational unit: United Nations Office at Nairobi

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1996-1997	*1998-1999*	*1996-1997*	*1998-1999*	*1996-1997*	*1998-1999*	*1996-1997*	*1998-1999*
Professional category and above								
D-1	1	1	—	—	—	—	1	1
P-5	3	3	—	—	3	3	6	6
P-4/3	11	13	—	—	36	36	47	49
P-2/1	3	3	—	—	6	6	9	9
Total	**18**	**20**	**—**	**—**	**45**	**45**	**63**	**65**
Other categories								
Local level	89	89	—	—	174	174	263	263
Field Service	3	1	—	—	—	—	3	1
Total	**92**	**90**	**—**	**—**	**174**	**174**	**266**	**264**
Grand total	**110**	**110**	**—**	**—**	**219***	**219***	**329**	**329**

* 140 posts (2 P-5, 11 P-4, 6 P-3, 4 P-2 and 117 local level) funded from UNEP and the Centre, and 79 posts in Conference Services (1 P-5, 14 P-4, 5 P-3, 2 P-2 and 57 local level) funded from all users of Conference Services.

A. Executive direction and management

Table 27H.4 Summary by object of expenditure

(Thousands of United States dollars)

(1) *Regular budget*

Object of expenditure	*1994-1995 expenditures*	*1996-1997 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*1998-1999 estimates*
			Amount	*Percentage*			
Posts	—	292.6	157.9	53.9	450.5	64.0	514.5
Other staff costs	—	166.6	(91.4)	(54.8)	75.2	11.8	87.0
Travel	—	28.5	0.5	1.7	29.0	1.7	30.7
Hospitality	—	7.6	(7.6)	(100.0)	—	—	—
Total	**—**	**495.3**	**59.4**	**11.9**	**554.7**	**77.5**	**632.2**

(2) *Extrabudgetary resources*

1994-1995 expenditures	*1996-1997 estimates*	*Source of funds*	*1998-1999 estimates*
		(a) Services in support of:	
—	815.4	(i) United Nations organizations	1 086.4
—	—	(ii) Extrabudgetary activities	—
—	—	(b) Substantive activities	—
—	—	(c) Operational projects	—
—	**815.4**	**Total**	**1 086.4**
—	**1 310.7**	**Total (1) and (2)**	**1 718.6**

Table 27H.5 Post requirements

Organizational unit: Office of the Chief, Administration

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1996-1997	*1998-1999*	*1996-1997*	*1998-1999*	*1996-1997*	*1998-1999*	*1996-1997*	*1998-1999*
Professional category and above								
D-1	1	1	—	—	—	—	1	1
P-5	—	—	—	—	—	—	—	—
P-4/3	—	1	—	—	2	2	2	3
P-2/1	—	—	—	—	1	1	1	1
Total	**1**	**2**	**—**	**—**	**3**	**3**	**4**	**5**
Other categories								
Local level	1	—	—	—	4	4	5	4
Total	**1**	**—**	**—**	**—**	**4**	**4**	**5**	**4**
Grand total	**2**	**2**	**—**	**—**	**7**	**7**	**9**	**9**

27H.6 The Office of the Chief of Administration is responsible for the direction and management of administrative, conference and related support services provided by the United Nations Office at Nairobi to its client organizations. The Office of the Chief of Administration also carries out liaison and negotiation at the interorganizational level, negotiates under the authority of the Under-Secretary-General with host country authorities on all administrative and financial issues relating to the implementation of the headquarters agreement and formulates and negotiates cost-sharing and charge-back arrangements with other United Nations entities and specialized agencies. Its responsibility extends further to the preparation of the proposed programme budget and performance reports of the United Nations Office at Nairobi and budgetary control over appropriations, including certification and staffing table control functions for the United Nations Office at Nairobi.

Resource requirements (at current rates)

Posts

27H.7 The estimate of $450,500 would provide for salaries and common staff costs for the post of the Chief of the Division and one P-3 post, proposed to be redeployed from the Financial Resources Management Service. Included in the estimates is the redeployment of a local level post from this Office to Support Services. The resource growth of $157,900 reflects the combined effect of these redeployments and the application of new standardized vacancy rates.

Other staff costs

27H.8 The resources of $75,200 would cover general temporary assistance ($29,000) for replacement of staff on maternity leave and extended sick leave for the Division as a whole, excluding security officers, for whom the provision is separately included under Support Services, and overtime ($46,200).

Travel

27H.9 The estimated requirement of $29,000 relates to travel by the Chief of the Division and other staff to Headquarters for consultation and to attend inter-agency meetings.

B. Programme of work

1. Financial resources management

Table 27H.6 **Summary by object of expenditure**
(Thousands of United States dollars)

(1) *Regular budget*

Object of expenditure	*1994-1995 expenditures*	*1996-1997 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*1998-1999 estimates*
			Amount	*Percentage*			
Posts	—	644.2	7.5	1.1	651.7	87.5	739.2
Total	**—**	**644.2**	**7.5**	**1.1**	**651.7**	**87.5**	**739.2**

(2) *Extrabudgetary resources*

1994-1995 expenditures	1996-1997 estimates	Source of funds	1998-1999 estimates
		(a) Services in support of:	
—	1 750.9	(i) United Nations organizations	1 650.1
—	—	(ii) Extrabudgetary activities	—
—	—	(b) Substantive activities	—
—	—	(c) Operational projects	—
—	**1 750.9**	**Total**	**1 650.1**
—	**2 395.1**	**Total (1) and (2)**	**2 389.3**

Table 27H.7 **Post requirements**

Organizational unit: Financial Resources Management Service

Established posts		Temporary posts					
Regular budget		Regular budget		Extrabudgetary resources		Total	
1996-1997	1998-1999	1996-1997	1998-1999	1996-1997	1998-1999	1996-1997	1998-1999
Professional category and above							
P-5 —	—	—	—	1	1	1	1
P-4/3 3	2	—	—	3	3	6	5
P-2/1 —	1	—	—	—	—	—	1
Total 3	**3**	**—**	**—**	**4**	**4**	**7**	**7**
Other categories							
Local level 4	4	—	—	27	27	31	31
Total 4	**4**	**—**	**—**	**27**	**27**	**31**	**31**
Grand total 7	**7**	**—**	**—**	**31**	**31**	**38**	**38**

27H.10 The Financial Resources Management Service is responsible for providing the full range of financial services for which the United Nations Office at Nairobi is responsible. This includes periodic financial reporting to management, formulation of administrative responses to various organs such as the Board of External Auditors and the Joint Inspection Unit, review and submission of cost plans in respect of extrabudgetary resources and budgetary control over those resources. The Service is also responsible for accounting, payroll, payments and disbursements of funds and treasury functions for organizational units at Nairobi.

Resource requirements (at current rates)

Posts

27H.11 The estimated requirement of $651,700 relates to salaries and common staff costs for three Professional posts and four posts in the local level category as indicated in table 27H.7. The resource growth of $7,500 reflects the combined effect of the application of standardized vacancy rates, the redeployment of two posts to the Service (one P-4 from Human Resources Management Service and one P-2 from Conference Services) and the redeployment of two P-3 posts (one to the Office of the Chief of Administration and the other to Human Resources Management Service).

2. Human resources management

Table 27H.8 Summary by object of expenditure

(Thousands of United States dollars)

(1) *Regular budget*

Object of expenditure	1994-1995 expenditures	1996-1997 appropriations	Resource growth		Total before recosting	Recosting	1998-1999 estimates
			Amount	Percentage			
Posts	—	538.0	(21.7)	(4.0)	516.3	70.3	586.6
Consultants and experts	—	19.3	(1.4)	(7.2)	17.9	4.0	21.9
Contractual services	—	25.2	15.8	62.6	41.0	8.9	49.9
Total	**—**	**582.5**	**(7.3)**	**(1.2)**	**575.2**	**83.2**	**658.4**

(2) *Extrabudgetary resources*

1994-1995 expenditures	1996-1997 estimates	Source of funds	1998-1999 estimates
		(a) Services in support of:	
—	2 424.9	(i) United Nations organizations	2 315.3
—	—	(ii) Extrabudgetary activities	—
—	—	(b) Substantive activities	—
—	—	(c) Operational projects	—
—	**2 424.9**	**Total**	**2 315.3**
—	**3 007.4**	**Total (1) and (2)**	**2 973.7**

Table 27H.9 Post requirements

Organizational unit: Human Resources Management Service

	Established posts		Temporary posts					
	Regular budget		Regular budget		Extrabudgetary resources		Total	
	1996-1997	1998-1999	1996-1997	1998-1999	1996-1997	1998-1999	1996-1997	1998-1999
Professional category and above								
P-5	1	1	—	—	—	—	1	1
P-4/3	1	1	—	—	6	6	7	7
P-2/1	—	—	—	—	1	1	1	1
Total	**2**	**2**	**—**	**—**	**7**	**7**	**9**	**9**
Other categories								
Local level	3	3	—	—	30	30	33	33
Total	**3**	**3**	**—**	**—**	**30**	**30**	**33**	**33**
Grand total	**5**	**5**	**—**	**—**	**37**	**37**	**42**	**42**

27H.12 The Human Resources Management Service is responsible for recruitment, personnel administration, position classification and management, and provision of in-service training programmes with respect to all categories of staff of the organizations of which the United Nations Office at Nairobi is in charge.

Resource requirements (at current rates)

Posts

27H.13 The estimated requirement of $516,300 relates to the cost of posts indicated in table 27H.9, including a proposal for the redeployment of one P-4 post to the Financial Resources Management Service in exchange for one P-3 post.

Consultants and experts

27H.14 The estimated requirement of $17,900 relates to the regular budget share of the costs of the Medical Director for the United Nations organizations and agencies at Gigiri.

Contractual services

27H.15 The total requirement of $41,000 is to cover the regular budget share of the cost of language training provided to the staff of the United Nations organizations and agencies at Gigiri.

3. Support services

Table 27H.10 **Summary by object of expenditure**

(Thousands of United States dollars)

(1) *Regular budget*

Object of expenditure	*1994-1995 expenditures*	*1996-1997 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*1998-1999 estimates*
			Amount	*Percentage*			
Posts	1 912.6	3 122.1	(110.3)	(3.5)	3 011.8	482.2	3 494.0
Other staff costs	262.0	223.9	48.8	21.7	272.7	25.9	298.6
Travel	11.4	—	—	—	—	—	—
Contractual services	4.6	37.1	(23.6)	(63.6)	13.5	2.8	16.3
General operating expenses	1 589.9	2 565.8	(22.7)	(0.8)	2 543.1	554.7	3 097.8
Supplies and materials	79.8	330.1	7.7	2.3	337.8	73.6	411.4
Furniture and equipment	48.6	416.3	(1.0)	(0.2)	415.3	90.7	506.0
Total	**3 908.9**	**6 695.3**	**(101.1)**	**(1.5)**	**6 594.2**	**1 229.9**	**7 824.1**

(2) *Extrabudgetary resources*

1994-1995 expenditures	*1996-1997 estimates*	*Source of funds*	*1998-1999 estimates*
		(a) Services in support of:	
—	1 965.2	(i) United Nations organizations	4 127.1
—	—	(ii) Extrabudgetary activities	—
—	—	(b) Substantive activities	—
—	—	(c) Operational projects	—
—	**1 965.2**	**Total**	**4 127.1**
—	**8 660.5**	**Total (1) and (2)**	**11 951.2**

Table 27H.11 Post requirements

Organizational unit: Support Services

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1996-1997	*1998-1999*	*1996-1997*	*1998-1999*	*1996-1997*	*1998-1999*	*1996-1997*	*1998-1999*
Professional category and above								
P-5	1	1	—	—	—	—	1	1
P-4/3	3	3	—	—	2	2	5	5
P-2/1	2	2	—	—	2	2	4	4
Total	**6**	**6**	**—**	**—**	**4**	**4**	**10**	**10**
Other categories								
Local level	66	67	—	—	48	48	114	115
Field Service	3	1	—	—	—	—	3	1
Total	**69**	**68**	**—**	**—**	**48**	**48**	**117**	**116**
Grand total	**75**	**74**	**—**	**—**	**52**	**52**	**127**	**126**

27H.16 Support Services is responsible for the administration and maintenance of buildings in the complex at Gigiri, the coordination of local and international procurement and the operation of registry, security and safety, telecommunications and other general services.

Resource requirements (at current rates)

Posts

27H.17 The estimated requirement of $3,011,800 would provide for salaries and common staff costs for six Professional, one Field Service and 67 local level posts. It is proposed to redeploy two Field Service posts to Electronic Services and one local level post from the Office of the Chief of Administration to Support Services.

Other staff costs

27H.18 The estimate of $272,700 relates to general temporary assistance for 12 security officers ($212,300) and overtime ($60,400).

Contractual services

27H.19 The total estimated requirement of $13,500 relates to software rental and support.

General operating expenses

27H.20 The estimated requirement of $2,543,100 relates to maintenance of premises ($965,200), utilities ($733,700), rental and maintenance of equipment ($90,500), maintenance of data-processing equipment ($16,800), communications ($361,500), maintenance of equipment ($302,600) and miscellaneous services ($72,800).

27H.21 Under maintenance of premises, the estimate includes cleaning services, gardening services and building maintenance services and supplies. The requirement under utilities provides for electricity, water and petrol. The amount requested for rental and maintenance of equipment relates to the regular budget share of local transportation for staff members between pick-up points and the United Nations site at Gigiri on the outskirts of Nairobi. The provision for maintenance of data-processing equipment covers the cost of existing maintenance contracts. The requirement under communications includes the costs of telex, telephone, facsimile, pouch and postage. The estimate for maintenance of equipment provides for maintenance of office equipment, transportation equipment, office automation equipment, telephone

exchange and conference-servicing equipment. Miscellaneous services relate to insurance, freight, bank charges and cleaning of uniforms for security officers and drivers.

Supplies and materials

27H.22 The estimated amount of $337,800 relates to stationery and office supplies, fuel for transportation equipment, data-processing supplies, paper and forms, medical supplies and uniforms for security officers and drivers.

Furniture and equipment

27H.23 Provision under this heading ($415,300) is made for office furniture and equipment ($74,000), acquisition and replacement of data-processing equipment ($292,800) and transportation equipment ($48,500).

27H.24 The requirement under office furniture and equipment would provide for replacement of office furniture and equipment currently on loan from UNEP and the Centre which will have to be returned to the respective organizations. The United Nations Office at Nairobi has established a replacement plan over a 12-year period. The amount requested for acquisition and replacement of data-processing equipment covers replacement of personal computers and acquisition of a network server and other network equipment. The resources requested under transportation equipment relate to four vehicles and one motorcycle to replace the vehicles and motorcycle currently on loan from UNEP and the Centre.

4. Electronic services

Table 27H.12 **Summary by object of expenditure**
(Thousands of United States dollars)

(1) *Regular budget*

Object of expenditure	*1994-1995 expenditures*	*1996-1997 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*1998-1999 estimates*
			Amount	*Percentage*			
Posts	—	—	358.0	—	358.0	43.0	401.0
Total	**—**	**—**	**358.0**	**—**	**358.0**	**43.0**	**401.0**

(2) *Extrabudgetary resources*

1994-1995 expenditures	*1996-1997 estimates*	*Source of funds*	*1998-1999 estimates*
		(a) Services in support of:	
—	1 571.5	(i) United Nations organizations	1 345.8
—	—	(ii) Extrabudgetary activities	—
—	—	(b) Substantive activities	—
—	—	(c) Operational projects	—
—	**1 571.5**	**Total**	**1 345.8**
—	**1 571.5**	**Total (1) and (2)**	**1 746.8**

Table 27H.13 Post requirements

Organizational unit: Electronic Services

	Established posts		Temporary posts					
	Regular budget		Regular budget		Extrabudgetary resources		Total	
	1996-1997	1998-1999	1996-1997	1998-1999	1996-1997	1998-1999	1996-1997	1998-1999
Professional category and above								
P-5	—	—	—	—	1	1	1	1
P-4/3	—	2	—	—	4	4	4	6
Total	—	2	—	—	5	5	5	7
Other categories								
Local level	—	—	—	—	8	8	8	8
Total	—	—	—	—	8	8	8	8
Grand total	—	2	—	—	13	13	13	15

27H.25 Electronic Services is responsible for the management and administration of the local area network (LAN) and the wide area network (WAN), including Internet services at the United Nations complex at Gigiri. It also provides other core electronic support services, including office automation, end-user support for software applications, hardware maintenance and configuration and support for the implementation of the Integrated Management Information System (IMIS). The functions related to LAN and WAN will be gradually transferred from UNEP to the United Nations Office at Nairobi towards the end of 1997. Electronic Services has been funded in its totality from extrabudgetary resources during the biennium 1996-1997.

Resource requirements (at current rates)

Posts

27H.26 It is proposed to redeploy two Field Service posts from Support Services to Electronic Services and reclassify them to the P-3 level. These Field Service posts currently accommodate telecommunications technicians. At their proposed reclassified level the incumbents would provide administration, management and maintenance of LAN and WAN at the United Nations compound at Gigiri. The estimated requirement of $358,000 relates to the cost of the two P-3 posts.

5. Conference services

Table 27H.14 Summary by object of expenditure

(Thousands of United States dollars)

(1) *Regular budget*

Object of expenditure	1994-1995 expenditures	1996-1997 appropriations	Resource growth		Total before recosting	Recosting	1998-1999 estimates
			Amount	Percentage			
Posts	—	1 271.6	160.1	12.5	1 431.7	204.8	1 636.5
Other staff costs	—	188.9	(188.9)	(100.0)	—	—	—
Contractual services	—	35.6	(35.6)	(100.0)	—	—	—
Total	—	1 496.1	(64.4)	(4.3)	1 431.7	204.8	1 636.5

(2) *Extrabudgetary resources*

1994-1995 expenditures	1996-1997 estimates	Source of funds	1998-1999 estimates
		(a) Services in support of:	
—	2 680.7	(i) United Nations organizations	6 229.7
—	—	(ii) Extrabudgetary activities	—
—	—	(b) Substantive activities	—
—	—	(c) Operational projects	—
Total	**—**	**2 680.7**	**6 229.7**
Total (1) and (2)	**—**	**4 176.8**	**7 866.2**

Table 27H.15 Post requirements

Organizational unit: Conference Services

	Established posts		Temporary posts					
	Regular budget		Regular budget		Extrabudgetary resources		Total	
	1996-1997	1998-1999	1996-1997	1998-1999	1996-1997	1998-1999	1996-1997	1998-1999
Professional category and above								
P-5	1	1	—	—	1	1	2	2
P-4/3	4	4	—	—	19	19	23	23
P-2/1	1	—	—	—	2	2	3	2
Total	**6**	**5**	**—**	**—**	**22**	**22**	**28**	**27**
Other categories								
Local level	15	15	—	—	57	57	72	72
Total	**15**	**15**	**—**	**—**	**57**	**57**	**72**	**72**
Grand total	**21**	**20**	**—**	**—**	**79**	**79**	**100**	**99**

27H.27 Following the creation of the United Nations Office at Nairobi, the UNEP Conference Services was transferred to the Office to form a part of the Division of Administrative Services. Conference Services is responsible for the planning, coordination and servicing of meetings, the translation of official documents and the reproduction and distribution of documents. It extends its services to UNEP and its associated organizations, including convention secretariats, as well as to the Centre.

27H.28 As of 1997, UNEP will have ceased to contribute United Nations Environment Fund resources for core institutional support of Conference Services. Instead, such costs would be budgeted under the operational programme budgets of its main offices. Accordingly, Conference Services would be primarily financed by resources made available to it by substantive users on a charge-back basis.

Resource requirements (at current rates)

Posts

27H.29 The requirement of $1,431,700 relates to five Professional posts and 15 posts in the local level category. It is proposed to redeploy one P-2 post from Conference Services to the Financial Resources Management Service.